

Past Performance Evaluation Form

Contractor Name and Address:

Company Name:

Street Address:

City, State, Zip Code:

Evaluation:

A common five level assessment rating system is used to evaluate a contractor's performance. Ratings range from **Unsatisfactory** to **Exceptional**. Here's a breakdown of each category:

Rating	Definition
Exceptional	Performance meets contractual requirements and exceeds many to the Government's benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
Very Good	Performance meets contractual requirements and exceeds some to the Government's benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
Satisfactory	Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.
Marginal	Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions.
Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.

Area Rated:

Quality of Product/Service: _____

Schedule: _____

Cost Control: _____

Business Relations: _____

Management of Key Personnel: _____

Utilization of Small Business: _____

Assessing Official Comments:

Quality of Product/Service:

Schedule:

Cost Control:

Business Relations:

Management of Key Personnel:

Overall Comments:

Assessing Official:

Name: _____

Title: _____

Organization: _____

Phone: _____

Email: _____

Date: _____